

## **RECREATION PROGRAM SPECIALIST**

**381**

**DEPARTMENT:** Community Services/Parks and Recreation

### **NATURE OF WORK:**

Performs professional work in the planning, organization, and supervision of County-wide or facility-based recreation programs under the direction of a higher level recreation program coordinator. Supervision is exercised over part-time and contractual staff, volunteers, and activity participants. Requires working varied hours, including early mornings, nights, and weekends.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Assists in the planning, coordination, and implementation of recreation programs; supervises and evaluates programs.

Interviews and hires part-time staff for programs; conducts staff orientations as needed.

Supervises the issuance, use, and care of recreation supplies and equipment.

Provides direct leadership for recreation activities as needed.

Responsible for supervising part-time staff, developing staffing schedules, evaluating staff performance.

Work with school and other County staff as needed to ensure proper activity space and use of property.

Prepare media information for release; maintain good communication flow with program participants.

Assists other recreation staff in conducting activities and programs.

Compiles and maintains program reports.

Maintain inventories of supplies used.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting and at various activity locations throughout the County. Drives County vehicle to activity sites. Operates standard office equipment to include telephone, computer keyboard, calculator, copy machine, etc.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Understanding and good knowledge of the proper principles and practices of recreation program, administration, and supervision.

Knowledge of the principles and methods of program planning and evaluation.

Knowledge of maintenance/use/care of facilities and equipment.

Knowledge of various software applications such as WordPerfect and Excel.

Ability to organize and supervise activities.

Ability to interpret staff and participant needs and make recommendations.

Ability to establish and maintain courteous and effective working relationships with employees, coworkers, program participants, and parents.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree (preferably from a National Recreation and Parks Association (NRPA) accredited college or university) in Recreation Leadership or related field, some experience in recreation program planning and implementation preferred; or any equivalent combination of acceptable education and experience that would provide the knowledge, abilities, and skills cited above.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Requires a Virginia Criminal History Records check.

Professional certification through NRPA preferred.

Must possess and maintain a valid Virginia Driver's License and may require a Virginia Commercial Driver's License.